HIRING APPROVAL - RETIRED ANNUITANT

All Retired Annuitant appointment proposals will require the review and approval by the Office of the Secretary before the appointment will be processed.

☐ New Appointment
Complete Parts 1 and 2
Include forms DPA 715 & DE 1181

☐ Extension Request (within same fiscal year)
Complete Part 1 only

PART 1

Division/Location: _____

Recommended Candidate: _____

Classification Title: _____

Position Number: _____

Start Date: _____   End Date: _____

Anticipated Fiscal Year Hours (cannot exceed 960 hours) _____

Purpose:

☐ DJJ Vacancies*   ☐ Special Projects/Skills   ☐ Legal Witness Testimony
☐ DAPO Vacancies*   ☐ Mentoring/Knowledge Transfer   ☐ Expert Examiner
☐ CO Vacancies*   ☐ CO Academy   ☐ Operational Vacancies*

* If a Retired Annuitant is being appointed due to vacancies, the Hiring Authority must document recruitment efforts in the Justification section.

Justification (attach additional page if necessary):

_____

Hiring Authority (Printed Name and Signature)   *Date*

Division Approval

☐ Approved   ☐ Denied   Comments: _____

_____

Division Director (Printed Name and Signature)   *Date*

Secretary Approval

☐ Approved   ☐ Denied   Comments: _____

_____

Secretary's Office (Printed Name and Signature)   *Date*

Office of Personnel Services Review

_____

OPS Classification and Pay Analyst (Printed Name and Signature)   *Date*

PART 2   **TO BE INCLUDED IN HIRING PACKAGE FOR RETIRED ANNUITANTS**

The hiring authority shall complete this section to verify/report information specific to the recommended candidate obtained from the offices listed on Page 2 of this form (please check all applicable boxes and complete the corresponding comments section to provide information on prior or pending actions). The hiring authority shall ensure that the following is reviewed and approved by their Director or designee. This information is necessary to ensure that the hiring authority's Director or designee have the documentation to conduct an appropriate review, evaluation, and subsequent approval/disapproval.

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☐ **Office of Legal Affairs, Employee Discipline Unit/Employee Relations Officers** for prior pending adverse actions (include cases which may have been closed due to the employee's separation from State service):

Prior Adverse Actions (OPF-Not older than 3 years):   ☐ No   ☐ Yes   If yes, report findings below.

Pending Adverse Actions: ☐ No   ☐ Yes   If yes, report findings below.

Name of person contacted: _____ Title: _____

Comments (use additional page if necessary):

☐ **Office of Legal Affairs (Legal Assistance Team)** for prior or pending legal actions in which the employee is a defendant (excluding inmate lawsuits):

Prior Legal Actions: ☐ No   ☐ Yes   If yes, report findings below.

Pending Legal Actions: ☐ No   ☐ Yes   If yes, report findings below.

Name of person contacted: _____ Title: _____

Comments (use additional page if necessary):

☐ **Office of Internal Affairs/Civil Rights Operations** for sustained and/or pending internal affairs/discrimination complaint investigations:

Sustained Investigations: ☐ No   ☐ Yes   If yes, report findings below.

Pending Investigations: ☐ No   ☐ Yes   If yes, report findings below.

Name of person contacted: _____ Title: _____

Comments (use additional page if necessary):

Hiring Authority Signature	Date

Prepared By	Title	Date

If approved, the hiring authority must submit approved form with RPA package: ☐ Date Sent: _____